

Appendix 14-2

Master Training Requirements

Course	Who	Frequency (Offering)	Frequency (Individual)	Time of Year To Offer	Course Length	Training Method	Training Location	Scheduling Responsibility
Supervisor Safety	New supervisors	Upon Appointment	Initial Only	As needed	1-4 hours total			Personnel/Safety Officer
Coll-Duty Safety Officer	Collateral Duty Safety Officers	Upon Appointment	Orientation within 3 months of Appointment	24 Hours of formal training within the first year	8 hours of additional training annually	Regional Conducted	As determined by the Regions	Regional Safety Managers/Officers
Materials Handling	All Forklift Operators	As needed	Upon Initial Assignment	As needed	1-4 Hours/Video/Hands On	Supervisor certification and instruction in forklift operation/	On site	Supervisor
	Employee lifting 35 lbs or more	As needed	Upon Initial Assignment	As needed	1-4 Hours/Video	Supervisor instruction on proper lifting techniques back care, exercises	On site	Supervisor
Machine Shop/Power Tools	All personnel operating machinery, power tools or other equipment	As needed	Upon Initial Assignment	As needed	1-4 Hours/Video/Hands On	Supervisor certification and instruction on safe operation and protective equipment	On site	Supervisor
New Employee Orientation	All employees		Once upon initial or change of assignment	As needed		Instructor/video	On-site	Personnel/Supervisor
Field Safety	All Employees Performing Field Work	Field hazards, i.e., extreme temperatures, water survival, high altitude and animal protection	Prior to field work assignment	Prior to field season	1-4 hours	Instructor/Supervisor	On-site	Supervisor
Advanced or Wilderness First Aid	All employees performing field work more than 1 hour away from medical facility	As needed	Every 3 years	Prior to field season	1-4 hours	Instructor/Supervisor	On-site	Supervisor
Underwater Diving	All employees diving on official duty	As Needed	Hold Current SCUBA Certification Annual CPR/First Aid, Physical	As needed	Minimum Dives: 12 logged dives in 12 month period minimum of 1 dive in last 6 months; 12 hours training annually to include 4 hours of in-water training such as water rescue	Instructor	Local	Supervisor/Dive Safety Officer
Underwater Diving – Specialized Training	USGS authorized divers performing specialized dives	As needed	As needed	As needed		Instructor	Local	Individual/Supervisor

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Aviation Management Training for Supervisors	Managers who supervise employees who use aircraft	As needed	Every three years	As needed	4-6 hours	Instructor	Local	Individual
Basic Aviation Safety: (Aviation Safety; Capabilities & Limitations; Aviation Life Support Equipment; Aviation Mishap Reporting; Pre-Flight Checklist & Briefing/Debriefing; and Crash Survival)	Employees who use aircraft for mission work.	As needed	Every three years	As needed	4-6 hours	Instructor or On line (See OAS OPM 02-04 for full description of training requirements)	Local or On-Line	Supervisor/Individual
Aviation Safety -- Specialized Courses.	Employees who perform special functions, i.e., ACETA, one-skid or toe-in landings, etc.	As needed	Every three years	As needed	As needed	Instructor	Local	Supervisor/Individual
Cableway Safety	Cableway users	As needed	Every five years	Spring	2 days	Instructor	On-site	Individual/Supervisor
CPR	Field personnel working more than 15 minutes from a medical facility	As needed	Annually	As needed	4 hours	Instructor	On-site Local	Supervisor
Confined Space Entry	All employees entering or serving as attendees for a designated confined space	As needed To include CPR First- Aid, Air Monitor Equipment, Respirator Training, and entry/emergency procedures	Every three years	As needed	4 hours	Instructor	Local	Individual/Supervisor
Defensive Driving	Those who will be operating motor vehicles	Once yearly	Every three years	As needed	2-4 hours	Instructor	On-site	Supervisor
Explosives Safety	Those who transport or use explosives	Yearly	Every three years CPR/First Aid as required	As needed	3-5 days	Instructor	Appropriate Bureau or ATF Course On or Offsite	Supervisor/Safety Officer
Firearms – For Defense Against Wild Animals	All employees who will use a firearm on official duty	Every Spring or as needed	Annually	Prior to field season	4 hours to 3 days	Instructor	On-site, local to regional	Supervisor/Field Center Manager
Firearms – For Specimen	All employees who will use a	Every Spring or as needed	Annually	Prior to field season	4 hours to 1 days	Instructor	On site. Local to	Supervisor/Field Center Manager

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Collection/Biological Research	firearm on official duty						regional	
Firearms Instructor Certification – For Defense Against Wild Animals	USGS Firearms Instructors				120 hours	Instructor	On-site, local to regional, schools	Site specific
Fire Extinguisher	All employees	As needed	Yearly for field employees	As needed	1-2 hours	Instructor/video	Local	Supervisor/Safety Officer
First Aid	Field personnel working more than 15 minutes from a medical facility	As needed	Every three years	As needed	4 hours	Instructor	On-site/Local	Supervisor/Safety Officer
Hazardous Materials Shipping	Those who may need to ship hazardous materials	As needed	As needed	As needed	2 hours	How to manuals	On-site	Individual/Supervisor
Hazardous Materials Handlers	Those who handle hazardous materials	As needed	Within 90 days of Initial Assignment Every Three Years thereafter	As needed	2-3 Days	Formal Course/Hands On	On-site or local	Individual Supervisor
Hazard Communication (HAZCOM)	Those who work around hazardous substances	As needed	Upon initial and or change in assignment	As needed	2-4 Hours	Instructor/Hands-on		Individual/Supervisor
Hazardous Materials Response (HAZMAT) First Responders Operations Level	All employees whom take defensive measures for spill containment	As needed	Annually	As needed	8 hours	Instructor/Hands On		Individual Supervisor Safety Officer
Hazardous Materials Technician (HAZMAT) Spill Team	All employees whom take defensive measures for spill containment	As needed	Annually	As needed	24 hours up to Hazardous Materials Technician Level	Instructor/Hands On	Regional Based	Regional Safety Managers
Hazardous Waste Generator Training	All waste generators and their supervisor	As needed	Annual		2-4 hours	Instructor	Regional Based	Site specific
Hazardous Waste Sites	All employees working on HW Site	As needed.	Prior to entry into initial HW Site Entry and all subsequent sites	As needed	Where HM Exposure likely should have 40 hours on site and 24 hours off site Where HM exposure unlikely or HW characterized and no respirator use, 8 hours onsite and 24	Instructor/Hands On		Supervisor/Safety Officer

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					hours off site.			
Occupant Emergency Plan	All personnel assigned evacuation responsibilities/all employees	As needed	Annually inclusive of a evacuation drill	As needed	4 hours going over specific plan and responsibilities therein.	Instructor/Hands On	Local	Safety Managers/Officers
Radioactive Materials Safety	Those who work with radioactive materials	As required by site license.	As required by the site license.	As needed	2-8 hours	Course Instructor/Video Review	Local	Individual/Supervisor
Respirator Training	All employees that need to wear respiratory protection	As needed and to include annual fit testing	Yearly	As needed	2 – 4 hours	Instructor/video	Local	Supervisor/Safety Officer
Bloodborne Pathogens	All employees with potential exposure	As needed	Within 10 days of initial assignment	As needed	1-2 hours	Instructor/Video	Local	Supervisor/Safety Officer
Watercraft Motorboat Instructor	All Bureau Boat Operator Instructors	As needed	Maintain Certification via instructing courses at least once every 3 years. Completion of DOI/USGS course prior to instructing DOI MB Training	As needed	5 days	Hands On/Instructor	Regional/DOI locations	Watercraft Manager
Watercraft Operation	Anyone who uses boats	As needed	Every five years	As needed	3 days	Instructor	Local/Refresher On-line Check with Watercraft Safety Manager for specific direction	Regional Watercraft Instructors/Supervisor/Local Watercraft Boat Operator Instructor
Water Related Activities	Anyone who works in or around water	As needed	Every five years	As needed	1 day	Instructor	Pool	Safety Officer
Laboratory Safety	Those who utilize the laboratory	Upon Initial Assignment	As needed	As needed	1-2 hours	Review of Chemical Hygiene Plan/Video	Local	Supervisor
Summer Survival	Encouraged for those who have summer outdoor duties	As needed	Every two years	Spring/Summer	2 days	Instructor	Local	Supervisor/Safety Officer
Winter Survival	Encouraged for those who have winter outdoor duties	As needed	Every two years	Fall/Winter	2 days	Instructor	Local	Supervisor/Safety Officer
Off Highway Vehicle (OHV) safety	Those who may use off highway vehicles for work	As needed	Every three years	As needed	2 hours	Instructor/video	Local	Supervisor/Safety Officer
Swift Water Safety	Anyone who may encounter	As needed	Every five years	Spring/Summer	2 days	Instructor	Local	Supervisor/Safety Officer

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	swift waters while working							
Electrical Safety	All employees who work on energized systems	As needed.	Upon initial job assignment, as job assignment changes or when new machinery/hazards or changes occur to energy control. Every three years	As needed	2 – 4 hours	Instructor/video	Local	Supervisor/Safety Officer
Well Logger Supervisor Training	All Supervisors of Well Logging	As needed	Upon initial job assignment	As needed	3-4 Days	Instructor	Local	Individual